

S E C R E T

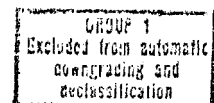
13 November 1968  
CS/HPM-23

25X1A  
MEMORANDUM FOR : All CS Historical Officers and Writers  
SUBJECT : Source References and Footnotes  
REFERENCE : [REDACTED], 2,c (1) and (3)  
(page 11): Documentation

1. References to Source Documents and Interviews

From time to time, we receive draft histories in which source references are not listed at the end of the paper as specified in the Handbook, but are placed at the bottom of pages, keyed to the text by asterisks or other reference marks. Possibly this results from misunderstanding by some writers of the term "source footnotes" as used in the Handbook, since by usual definition a footnote is a comment or source note placed at the foot of a page of text. While it is standard practice in history books and other printed publications to put source references in footnotes, this is not the prescribed procedure for CS historical papers. The following rewording of the referenced sections of CSHB 5-13-1 should help to clear up any confusion about the method of citing sources in CS historical papers:

S E C R E T



S E C R E T

III, 2,c (1) - Sources should be listed in a source bibliography at the end of the paper (or chapter of unusually long papers) and keyed by reference numbers to the relevant sentence or paragraph of the text. Source references should be numbered consecutively from the beginning of the text, but a repeated reference will always carry the same number.

III, 2,c (3) - Source notes listed in the bibliography will usually refer to either an interview or a document. They should specify: . . . . .

(CSHB 5-13-1, Appendix C, page 33, shows how source references should be listed at the end of the paper.)

2. References to Document Collections

When a CS historical paper is based wholly on a few large groups of source materials, such as project files or document collections in the archives, it may not be feasible to list individual sources and reference them to particular portions of the text. In such instances, a general description of the source material should be included in a preface or Historian's Note at the beginning of the paper, or in a descriptive appendix.


3. Footnotes

The instructions on page 11 of the Handbook concern only references to source materials; they do not mean that explanatory comments and other remarks extraneous to

S E C R E T

the text also are to be listed at the end of the paper. Footnotes placed below the page of text may be used for such comments in CS histories, but should be employed sparingly. Footnotes usually can be avoided by using brackets or parentheses in the text, but on occasion may be appropriate for commenting on some event outside the scope of the text, or for calling attention to some collateral reading matter. Like source references, footnotes must be keyed to the relevant portion of the text, but to avoid confusion with the source reference numbers, other reference marks such as asterisks should be used for this purpose. Thus, at the end of a text sentence there might be two kinds of reference marks: arabic numeral for a source reference and asterisk for a footnote.

25X1A



Executive Secretary  
CS Historical Board

S E C R E T